DOCUMENT RESUME

ED 102 323 CE 003 023

AUTHOR Fowler, Jack R.
TITLE Missouri Placement Specialists' Workshop. Sample Materials Prepared by State Fair Community College Placement Office.
INSTITUTION State Fair Community Coll., Sedalia, Mo.
PUB DATE [73]
NOTE 38p.

EDRS PRICE MF-$0.76 HC-$1.95 PLUS POSTAGE
DESCRIPTORS *Community Colleges; *Job Placement; *Recordkeeping; *Records (Forms); Student Records; *Vocational Followup

ABSTRACT

The establishment and maintenance of a successful placement program necessitates the establishment of a smooth flowing record-keeping system. The materials comprising the document were prepared as a supplementary handout for a career placement workshop; they are forms and materials used by one community college and are offered as samples. The purpose of the collection is to serve as a reference material for establishing a placement record-keeping system or for revising existing forms. The forms which the document contains are: (1) job vacancy form, (2) job vacancy bulletin board card, (3) student interview form, (4) placement registration card, (5) monthly placement planning schedule, (6) monthly placement report, (7) resume, (8) student survey, (9) placement summarization, and (10) interview schedule. (Author/AJ)

ED102323

MISSOURI PLACEMENT SPECIALIST'S WORKSHOP

SAMPLE MATERIALS
PREPARED BY SFCC PLACEMENT OFFICE

Jack R. Fowler
Director of Placement
State Fair Community College
Sedalia, Missouri 65301

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

CE003023

Introduction

The establishment and maintenance of a successful placement program necessitates the establishment of a smooth flowing record keeping system.

The enclosed materials have been prepared as a supplementary handout for the APGA workshop "Career Placement, Whose Responsibility?" Forms and materials which are utilized by JPCC's Placement Office have been included as samples only. Each individual placement operation is unique and consequently will necessitate the development of a record keeping system to meet their individual needs. Forms and materials included within this handout should serve as excellent reference material for establishing a placement record keeping system, or possibly revising existing forms.

Job Vacancy Form

The Job Vacancy Form (Appendix A) is utilized to gather information on job vacancies. Forms are completed during interviews with employers by phone or in person. Data is typed and filed by programs in a three-ring binder notebook, which is always available for students use in the Placement Office.

Job Vacancy Bulletin Board Card

A Job Vacancy Bulletin Board (Appendix B) is maintained in the Student Union. Job vacancies are condensed from the Job Vacancy Form and transcribed to the Job Vacancy Bulletin Board Card which is placed on the Job Vacancy Bulletin Board for students access. Only basic information is transcribed to the Job Vacancy Bulletin Board Card. Students are asked to contact the Placement Office for more information or to schedule interviews, if interested in openings.

Full-time vacancies are announced via memos to staff and the Job Vacancy Bulletin Board.

Student Interview Form

The "Student Interview Form" (Appendix C) has been designed to gather information when students initially visit the Placement Office seeking full-time or part-time jobs. Space is available on the interview form to make comments regarding the interview and what transpired. Space is available at the bottom of the form to indicate where the students were sent for interviews. The "Student Interview Form" is utilized by the placement secretary when the placement director is off campus.

Placement Registration Card

All students and alumni utilizing the placement services complete a Placement Registration Card (Appendix D). The Placement Registration Card contains basic data about students which can be filed permanently and updated when necessary.

Monthly Placement Planning Schedule

These placement programs housed on the CPTC campus necessitate planning ahead to prevent overlap of job development and placement activities. The "Monthly Placement Planning Schedule Form" (Appendix E) is filled the first of the month by each placement coordinator.

Monthly Placement Report

The "Monthly Placement Report" (Appendix F) is completed at the end of each month and results of what happened can be compared to the "Monthly Placement Planning Schedule".

Resumes

All vocational-technical students complete Resumes to be included in the Resume Book. Copies of resumes (Appendix G) are included in individual placement folders.

Student Survey

All vocational-technical students complete a Student Placement Survey (Appendix H) during the Job Placement Seminar. Results of the Survey are tabulated and summarized (Appendix I) which provide a very good view of what students have been doing regarding job hunting, what information students would like covered during seminar sessions, who is actively seeking employment, areas of concentration for job development activities and geographical areas to concentrate on job development activities.

Placement Summarization

After follow-up surveys have been completed, placement activities are summarized annually. An overall summarization (Appendix J) is included as well as a summarization by individual programs. An example of an individual program summarization has been included in Appendix K.

On-Campus Interviews

Employers are actively recruited to interview on-campus whenever feasible. Interview schedules are posted on the Job Placement Bulletin Board and sent to staff in memo form. Students are asked to sign up for interviews either in the Placement Office or with the department chairman. Interview Schedule Forms (Appendix L) with definite time slots are utilized to prevent confusion.

Interviews at Company Offices

Job interviews at company offices are coordinated through the Placement Office when it is impossible for company representatives to interview on-campus.

Sample Materials

College Placement Annual
"Knowledge Needed to Obtain Work", CBS
"Job Attitude", Dickson Associates
"Selling Yourself at Your Job Interview", Personnel Publications
"How to Hire People", Pennsylvania Employment's Association
"Guide for Preparing a Resume", Division of Employment Security
"Making the Most of Your Job Interview", New York Life Insurance Co.

Additional Information

Additional information on SPCC's Job Placement Program may be obtained by contacting:

Jack R. Fowler
Director of Placement
Shaka Polk Community College
Dunkle, Missouri 63501
Phone: A.C. 515/555-7325

[illegible] Suggested Job Investigation Activities

1. Job investigation is exciting! Share your school, program officers and students with...

2. Obtain most job, occupational local and major enterprise newspapers. Professional and trade magazines are additional resources to utilize. Most each may also give the name of the Personnel Manager and address of the company.

   Select job investigations that you want and which require skills that graduates from your school will possess.

3. Get involved with professional and trade organizations. Most of these organizations will have students, associates, or even advisors as student programs and graduates can be welcomed. Ask personnel in professional and trade organizations who give a big treat to your government programs.

4. Local agencies and civic clubs offer a source of business contacts. Contacts established through these organizations will be valuable for both graduates and full-time government. Use to present programs to agencies and civic organizations as often as possible.

5. Most businesses/businesses training programs utilize advisory committees. Participants in advisory committees may be advisory committees for help. Help offer a source of information on promising employers.

6. Teach all local major employers. Select major employers throughout your area and schedule appointments to help the business or personnel to gain personnel skills or interest in a range of counseling and hiring. Try to get on a first name basis.

7. Establish a good public relations person. Send thank you letters to employers who teach or interview on campus. Send information on the Cooperative Programs to all some major. Also may ask to visit and students speak or meet to going on to its firsthand.

APPENDIX D

BEST COPY AVAILABLE

STATE FAIR COMMUNITY COLLEGE PLACEMENT OFFICE
REGISTRATION FORM

(Type or print in black ink)

NAME: LAST	FIRST	M.I.	PHONE
ADDRESS STREET	CITY	STATE ZIP	SOCIAL SECURITY NO.

MARITAL STATUS S M D SEP W	NO. OF CHILDREN	AGES	U.S. CITIZEN YES NO	OWN CAR USE BUS	OTHER	ARE YOU BONDABLE? YES NO

AGE	HGT.	WT.	GENERAL HEALTH GOOD FAIR	SERIOUS ILLNESS YES NO	IF SO, EXPLAIN.

MILITARY STATUS	IF DEFERRED, EXPLAIN.	PLAN TO TRANSFER TO FOUR YEAR SCHOOL? YES NO

CIRCLE GRADE COMPLETED	NAME, ADDRESS OF SCHOOL	DATE ATTENDED FROM	TO	MAJOR COURSE OR DEGREE
HIGH SCHOOL 9 10 11 12 GED				
COLLEGE 1 2 3 4				
SPECIAL COURSES				

DATE AVAILABLE FOR EMPLOYMENT	POSITION DESIRED	TEMPORARY ____ FULL-TIME
SALARY DESIRED	HOURS DESIRED	TRAVEL PER CENT
INTEREST OR HOBBIES	SPECIAL SKILLS	

Employment History — Starting with the most recent employment

	Business / Address	Salary	Reason for Leaving
From / To	Nature of work:		
From / To	Nature of work:		
From / To	Nature of work:		

Reference — No Relatives or Employers

Name	Address	Occupation	Phone

Signature _____ Date _____

APPENDIX E

JOB DEVELOPMENT BUSINESS AND INDUSTRIAL VISITATION SCHEDULE

MONTH_____

Project (Circle One): D & H; Career Ed.; SFCC

Please complete all data and return to SFCC placement office by the last working day of the month.

Date visit scheduled	Co. or Industry to visit	Address	Contact Person	Title of job or jobs being developed

APPENDIX F

SUMMARIZATION OF JOB DEVELOPMENT VISITATIONS

MONTH_____

PROJECT (Circle One): D & M; Career Ed.; SFCC

Please complete all data and return to SFCC placement office the last working day of the month. This form can be returned with the next months "Job Development and Industrial Visitation Schedule."

Date	Company Visited	Address	Contact Person	Result of visit (If will hire, what are job openings, etc.

APPENDIX A

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Question # 3

Post-graduation employment plans:

# responding	%		
38	26.2	A.	Have full-time employment
91	62.8	B.	Seeking full-time employment
7	48.0	C.	Transferring to four-year school
3	2.1	D.	Not seeking employment
0	0	E.	Military
6	4.1	F.	Other (list)
0	0		No answer

Thirty-eight (26.2%) of SFCC's vocational-technical students indicated in question # 3 that they had already accepted full-time employment after graduation. Several of the thirty-eight students are working part-time in positions they will simply move into full-time after graduation.

Ninety-one (62.8%) of SFCC vocational-technical students are actively seeking full-time employment to begin after graduation May 1974.

Sixteen (11%) of SFCC vocational-technical students are not employed full-time and will not be seeking full-time employment.

Question # 5

Are you willing to relocate for employment?

	#	%
Yes	88	60.7
No	50	34.5
No answer	7	4.8

Question # 6

If you are willing to relocate for employment, how far are you willing to move?

# responding *	%		
16	11.0	A.	Within 50 miles of Sedalia
24	16.5	B.	Within the state of Missouri
25	17.2	C.	Within the Midwest
23	15.9	D.	Anywhere in the U.S.
16	11.0	E.	City preference (list cities)
48	33.1		No answer

*Some responded more than once.

Eighty-eight (60.7%) of SFCC's vocational-technical students are willing to relocate for employment. Fifty (34.5%) have indicated that they will not relocate for full-time employment.

Sixty-five students will relocate, but only within the state of Missouri or within a fifty mile radius of Sedalia. Twenty-three (15.9%) of the students are willing to go anywhere within the continental U.S. for employment.

Question # 7

What salary do you expect to start full-time?

# responding	%		
22	15.0	A.	$250 - $350 per month
51	34.0	B.	$351 - $450 per month
34	23.0	C.	$451 - $550 per month
10	6.7	D.	$551 - $650 per month
12	8.0	E.	$651 - up per month
19	10.3	F.	No answer

Students responding to anticipated starting salary indicated realistic understanding of what can be expected for beginning salaries. Nineteen (10.3%) did not respond to the question, but in a previous question 11% had indicated thay were not employed full-time and would not be seeking full-time employment, which probably accounts for most of the 10.3% not responding.

Question # 9

Are you working now?

	# responding	%
Yes	86	58.1
No	59	39.9
No answer	3	2.0

Question # 11

If you are working now, how did you find out about the job?

# responding	%		
9	6.2	A.	SFCC Placement Office
6	4.1	B.	Newspaper
2	1.5	C.	Missouri employment security
21	14.5	D.	On own
15	10.4	E.	Family or friends
18	12.4	F.	SFCC Staff
7	4.8	G.	Other (list)
			_____
			_____
67	46.1		No answer

Question # 12

Have you started contacting companies regarding full-time employment?

# responding	%	
10	6.8	Yes
130	89.9	No
5	3.3	No answer

Eighty-six (58.1%) of the vocational-technical students are either working part-time or full-time presently.

Fifty-nine (39.9%) are not working part-time or full-time during the 1973-74 school year.

Twenty-seven (18.6%) of those vocational-technical students completing program requirements 1973-74 working full-time or part-time obtained their jobs either through SFCC placement office or SFCC staff.

Forty-two (34%) obtained present jobs basically on their own initative.

Only ten (6.8%) have started contacting companies for full-time positions.

Question # 13

Please check the following areas where you feel you need more information.

# responding		
41	A.	SFCC Placement office
32	B.	Private placement agencies
35	C.	Missouri Employment Security
7	D.	Resume
49	E.	Job interview
11	F.	Communication on the job
37	G.	Letter of inquiry
13	H.	Thank you letter
30	I.	Letter of application
21	J.	Completing application forms

SPCC vocational-technical students completing program requirements 1973-74 and theoritically are ready to enter the world of work full-time were asked to indicate which of the above areas they felt they needed more information prior to actively seeking full-time employment.

Many students indicated a desire to know more about the job interview (49), SPCC placement office (41) and the Mo. Division of Employment Security (35).

APPENDIX J

BEST COPY AVAILABLE

[illegible]

[illegible] for Employment:

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[redacted]